

**JEANNE CHARLES WOOD, ESQ.**

**Email:** [jwood@woodadr.com](mailto:jwood@woodadr.com)

**Present Occupation:** Arbitrator – Mediator – Attorney

**First Business Address:**

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**Second Business Address:**

17 E. Monroe Street, #337  
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**PROFESSIONAL AFFILIATIONS:**

National Academy of Arbitrators  
Illinois State Bar Association

American Bar Association  
LERA Florida Chapter

**EDUCATION:**

DePaul University, College of Law, JD, 1994, Dean's Scholarship Recipient  
Northern Illinois University, BS, Personnel and Industrial Relations 1986

**SPECIALIZED TRAINING:**

Complex Public Education Issues: FMCS-NAA September 16, 2011

**LICENSES/CERTIFICATIONS:**

Admitted to Illinois Bar, 1994

FMCS Labor Arbitrator Certification

Admitted to US District Court, Northern District of Illinois, 1994

AAA – Labor Arbitrator Certification

Supreme Court Certified Family and County Court Mediator (Florida)

**LEGAL/ADR EXPERIENCE:**

**Arbitrator/Mediator. 2006-Present** - Currently serve as a Labor Arbitrator on permanent panels and ADR rosters deciding workplace disputes. Practice also includes private and public mediation in civil, family and workplace disputes. **2005-2011** Worked part time as a Professor for Kaplan University's School of Legal Studies. Taught Alternative Dispute Resolution, Employment Dispute Resolution, Family Law Mediation, Legal Research and Writing, and Legal Ethics. **2003- 2006** As a private attorney, provided advice and counsel to corporate managers on general corporate legal matters including, contract review, shareholder agreements, employment policies and procedures. Developed and drafted employment policies and employee handbooks for profit and not-for-profit corporations. Represented management in employment discrimination cases before the Illinois Commission on Human Rights. Provided training to managers and staff on Title VII discrimination, employee performance standards, hiring, discharge and discipline. From **1995-2003** Assistant Counsel for the National Treasury Employees Union. Responsible for representation of collective bargaining units for Federal Government agencies such as ATF, IRS, FDA Department of Health and Human Services and US Customs. On a daily basis, provided advice and counsel to union officials on matters covered by the collective bargaining agreement and federal statutes. Represented employees and/or the union before the FMCS, FLRA, FSIP, arbitrators and administrative law judges. Supervised union elections. Extensive mediation and arbitration practice involving discipline, discharge, performance and promotions. Managed entire litigation process including investigations, witness preparation, direct examinations, cross-examinations, and brief submissions. Lead collective bargaining negotiations for local and regional union offices. Conducted training of union officials routinely and at annual conferences. **1986-1995**, worked for Xerox Corporation in Sales and Customer Service organizations, Managed the Chicago District Field Inventory Asset Program. Developed and conducted training of management staff and field personnel regarding effective asset management. Also provided training to staff on various Employee Relations topics. Supervised the Regional Distribution office employees in a union environment.

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### **ISSUES:**

AWOL, Absenteeism, Alcoholism, Arbitrability, Awards; Bargaining Unit Certification; Contracting Out, Disability Discrimination; Discipline (Non-discharge); Discipline (Discharge); Duty of Fair Representation; Excessive Use of Force; Overtime Pay, Race Discrimination ; Sexual Harassment; Falsification of Official Documents; Family Medical Leave; FLSA; Insubordination; Flexible Workplace/Schedules; Misuse of Employer Property; Office Moves; Official Time/Union Business; Leave; Performance Appraisals; Promotions; Reduction-In-Force; Telecommuting; Theft; Past Practice, Seniority, Management's Rights and Unfair Labor Practices.

### **INDUSTRIES:**

Clerical, Correctional Facilities, Education, Financial, Healthcare, Insurance, Law Enforcement, Technical, Tobacco, Transit

### **PERMANENT ARBITRATION PANELS:**

Florida Keys Aqueduct Authority and CWA  
Illinois State Board of Education  
State of Florida/AFSCME Council 79

Miami-Dade County and IAFF Local 1403  
National Treasury Employees Union and IRS  
State of Illinois/AFSCME Council 31

State of Florida and Police Benevolent Association

### **ARBITRATION/MEDIATION ROSTERS:**

American Arbitration Association (Commercial & Labor)  
Broward, Dade and Palm Beach Counties  
Cook County Circuit Courts

FMCS  
FINRA (formerly NASD)  
National Mediation Board (NMB)

### **SPEAKER/PUBLICATIONS:**

**Illinois Institute of Technology/Kent Law School, Chicago, IL**, served as a panel speaker for the annual Labor Arbitration Conference on the topic of the Telecommuting/Flexiplace. **Capital University School of Law, Columbus, OH**, served as a presenter at the Minorities in ADR Conference on the topic of Incorporating ADR into Your Law Practice. **City Colleges of Fort Lauderdale, FL**, guest speaker on The Fundamentals of Alternative Dispute Resolution. **Co-Author Military Service and the Law** chapter on Labor and Employment Law (IICLE 2009).

### **FEES: PER DIEM FEE: \$1200.00: DOCKETING FEE: \$0 CANCELLATION FEE: \$1200.00**

**Grievance Arbitration:** A full per diem fee will be charged for each hearing day, whether partial or full. A hearing day is any day up to seven (7) hours including travel time. Preparation/study/writing time is prorated on the basis of a seven-hour day.

**Cancellation Policy:** \$1200 will be charged for each day canceled if notice is provided to the arbitrator less than 15 calendar days before the first scheduled hearing date.

**Expenses:** Parties will be charged for actual cost of reasonable expenses for postage, long distance calls, airfare, car/taxi rental, food, and lodging. Automobile mileage is charged at the applicable IRS expense rate. Expenses are charged from closest business address. Arbitrator reserves the right to issue interim bills for out of pocket expenses prior to delivery of the award, including those for airfare and hotel.

**Travel Time:** Arbitrator charges pro-rated per diem fee for any portion of a travel day only if it is more than two (2) hours in travel time from the closest business address.